



**Ozaukee
County Plan for Older Adults
2022-2024**



Table of Contents

Executive Summary	
Context	
Community Involvement in the Development of the Aging Plan	
Public Hearing Requirements	
Goals for the Plan Period	
Coordination Between Title III and Title VI	
Organization, Structure and Leadership of the Aging Unit	
Primary Contact to Respond to Questions About the Aging Plan	
Organizational Chart of the Aging Unit	
Staff of the Aging Unit	
Aging Unit Coordination with ADRCs	
Statutory Requirements for the Structure of the Aging Unit	
Role of the Policy-Making Body	
Membership of the Policy-Making Body	
Role of the Advisory Committee	
Membership of the Advisory Committee	
Budget Summary	
Verification of Intent	
Assurances of Compliance with Federal and State Laws and Regulations	
Compliance with Federal and State Laws and Regulations for 2022-2024	
Appendices	

Executive Summary

The Ozaukee County Aging Services Unit within the Aging and Disability Resource Center (ADRC) strives to assure that older adults in this community have the opportunity to realize their full potential to participate and have access to all areas of community life. The Aging Unit's mission is to provide a one stop source of information and assistance for older adults by advocating for and linking them with the resources and services that enable them to live as independently as possible. Methods undertaken by the Aging Unit to ensure this mission is met include: advocating for, expanding, coordinating, and implementing programs and services designed to improve and/or maintain the quality of life for persons sixty years of age and older throughout Ozaukee County.

The aging unit provides programming and partnerships in the community where older adults can continue to age in place and be part of programs that are good for their health and well-being. We have a partnership with a local hospital and work together in health promotion workshops, collaborate together to bring speakers and processes to get the Power of Attorney paperwork in order and offer educational events for older adults. We also work with several food pantries in the county to provide weekly food delivery to homebound older adults who struggle with getting food.

The community engagement surveys brought to the forefront the need for services to keep older adults in their home. Many were looking for home repair services, lawn care, snow removal, and lower rent options.

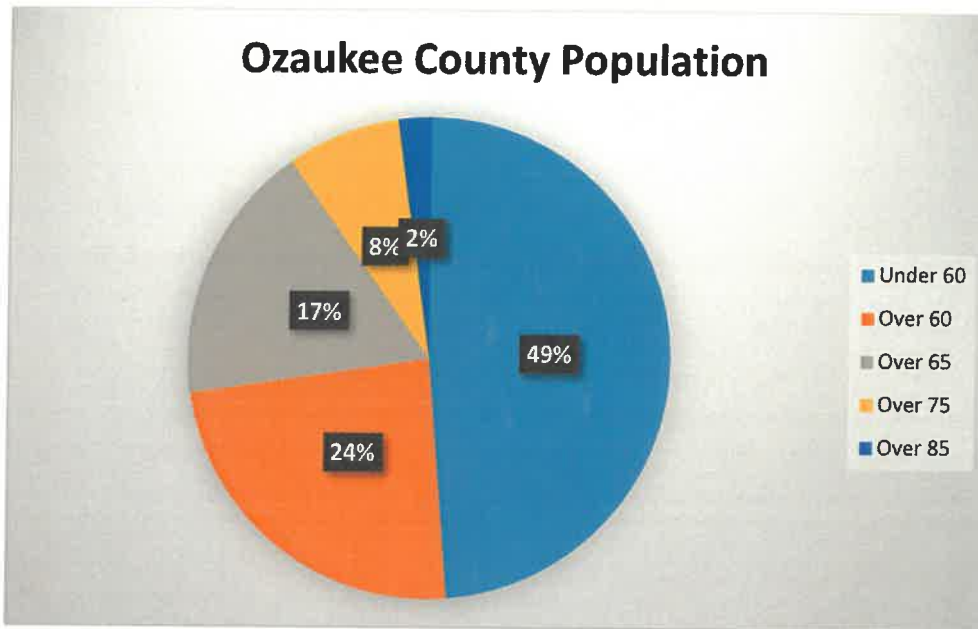
The biggest challenge for our community is having enough low income housing. There are senior housing complexes going up all the time, but at market value. As our county population rises with older adults in the next ten to twenty years, rise of inflation, cost of living, food costs, and gas prices, we will have more older adults looking for affordable housing. The county needs to plan housing options that meet the income of those that reside in the county.

The long path vision of the aging unit is to make sure every person in the county is aware and educated on the resources that are available to them. Having the programs grow to meet the needs of those that live here.

Context

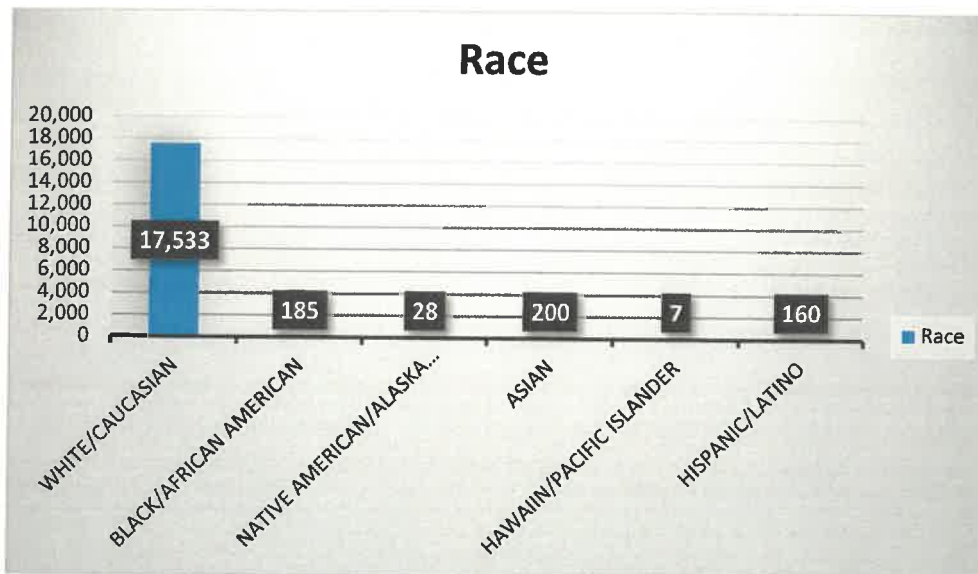
The following information and charts show the demographics of Ozaukee County. Ozaukee County has a population of 88,597. The population trend continues to rise annually, with most of the population wanting to reside in the cities and villages of the county.

10,671 households in Oz Co with someone 65+ years of age.



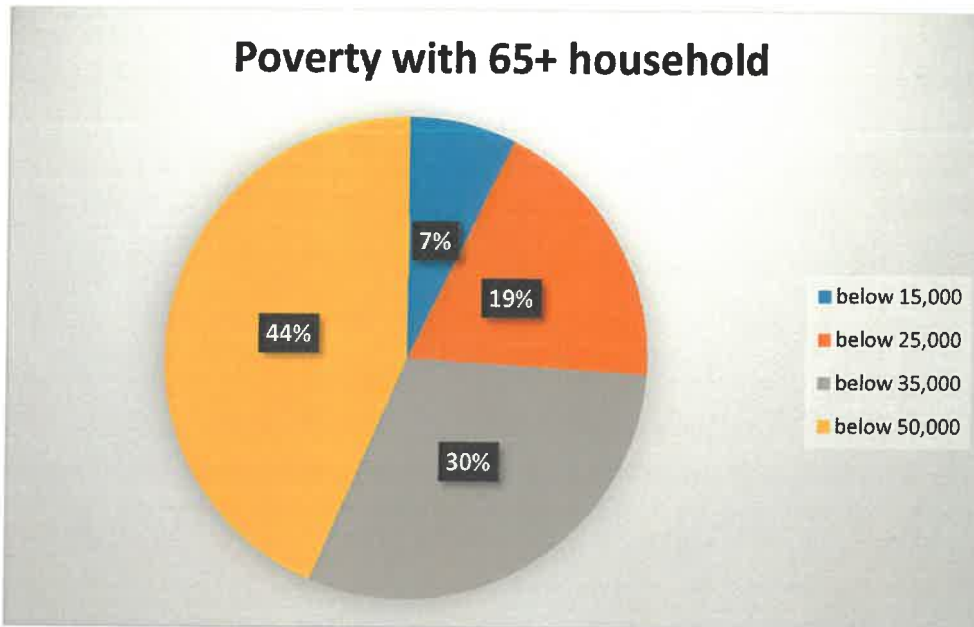
Source: U.S. Bureau of the Census, Annual Population Estimates, July 2019 released Summer 2020, 1/2021

The majority of the Ozaukee County population is White/Caucasian.

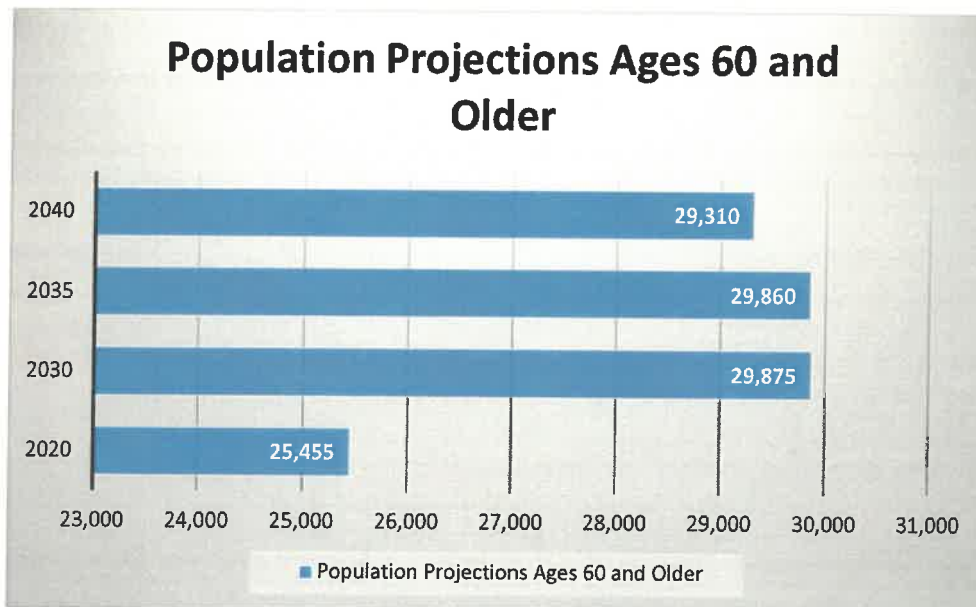


Source: U.S. Bureau of the Census, Annual Population Estimates, July 2019 released Summer 2020, 1/2021

Less than 8% of the population 65+ has an annual income of \$15,000 or less.



Source: U.S. Bureau of the Census, Annual Population Estimates, July 2019 released Summer 2020, 1/2021



Source: U.S. Bureau of the Census, Annual Population Estimates, July 2019 released Summer 2020, 1/2021

It will be important to retain and expand existing businesses and attract new businesses to the County to maintain a stable and healthy economy in the County. There will likely be an increased demand for specialized housing units, transportation, and health care services for the elderly if the elderly population increases in size over the next three decades.

Our emphasis for the 2022-2024 Aging Plan will be to expand the current programs and services we offer. With all the surveys that were sent out and returned, it was evident that older adults want to stay in their homes as long as possible, but needed the resources to do that.

Ozaukee County wants to continue to promote healthy lifestyles. Offering the evidenced based workshops to keep the older adults moving and exercising and offering strategies for the caregivers who are stressed and run down.

Ozaukee County wants to provide the complete package to caregivers. Respite, education and support from peer caregivers.

Ozaukee County wants to continue to partner with community agencies like the senior centers, medical centers, and food pantries.

Ozaukee County wants to increase the knowledge of community resources so folks are able to choose from options.

Ozaukee County wants to empower residents to make healthy food choices and provide a healthy lunch during the week and connect those in need of food to the area food pantries.

Ozaukee County wants to work with area agencies to provide transportation.

Community Engagement Report

Your County or Tribe: Ozaukee County	Date/s of Event or Effort: March through May, 2021
Target audience(s): Older Adults in Ozaukee County who receive the ADRC newsletter. 13,000 mailings	Number of Participants/ Respondents: 35
<p>Describe the method used including partners and outreach done to solicit responses: The ADRC sends out a newsletter to 13,000 quarterly. The survey was included in the 2nd quarter newsletter.</p> <p>These were the survey areas and questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alternative transportation options <input type="checkbox"/> Food delivery options <input type="checkbox"/> Access to healthy food <input type="checkbox"/> Home health options <input type="checkbox"/> Help with social isolation and loneliness <input type="checkbox"/> Help understanding Medicare and drug plan choices <input type="checkbox"/> Ways to keep fit and healthy <input type="checkbox"/> Help with home repairs and upkeep <input type="checkbox"/> Affordable housing options <input type="checkbox"/> Support for family caregivers <input type="checkbox"/> Dementia supports and services <input type="checkbox"/> Access for people with disabilities <ul style="list-style-type: none"> • Are there services or events you have heard of in other communities that you think would be helpful to older people in our county? • What are some services or ideas you feel would make our community more enjoyable to live in as you grow older? <p>There were 50 new responses. Some of the folks who received the newsletter are also on the Adult Services list.</p>	

Describe how the information collected was used to develop the plan: Information was recorded and tallied based on general topics and additional topics suggested by individual filling out survey.

The top 6 survey results included:

Help with home repairs

Alternative transportation options

Affordable housing options

Social isolation and loneliness

Ways to keep fit and healthy

Food delivery options/healthy affordable food

What were the key takeaways/findings from the outreach? It was evident that some of the suggestions would require partnership and communication with other area agencies such as the senior centers. Many responses were looking for social resources or events and exercise activities.

Some of the topics that were checked by those taking the survey, will be addressed by including articles in our quarterly newsletter, communicating with the senior centers, news releases in the local newspapers on workshops and providing educational event opportunities.

I think we can do a better job marketing what we are doing and the events we are having to educate the community. Being visible in the community.

Community Engagement Report

Your County or Tribe: Ozaukee County	Date/s of Event or Effort: March through May, 2021
Target audience(s): Aging Program Customers (home Delivered Meals, Carryout Meals, Caregiver Services) Approximately 300 customers	Number of Participants/ Respondents: 100
<p>Describe the method used including partners and outreach done to solicit responses: We sent out surveys to all the customers we serve in the Aging Program. Return envelopes were included.</p> <p>These were the survey areas and questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alternative transportation options <input type="checkbox"/> Food delivery options <input type="checkbox"/> Access to healthy food <input type="checkbox"/> Home health options <input type="checkbox"/> Help with social isolation and loneliness <input type="checkbox"/> Help understanding Medicare and drug plan choices <input type="checkbox"/> Ways to keep fit and healthy <input type="checkbox"/> Help with home repairs and upkeep <input type="checkbox"/> Affordable housing options <input type="checkbox"/> Support for family caregivers <input type="checkbox"/> Dementia supports and services <input type="checkbox"/> Access for people with disabilities <ul style="list-style-type: none"> • Are there services or events you have heard of in other communities that you think would be helpful to older people in our county? • What are some services or ideas you feel would make our community more enjoyable to live in as you grow older? <p>There were 100 responses. Some of the folks who receive services are also receiving the newsletter.</p>	

Describe how the information collected was used to develop the plan: Information was recorded and tallied based on general topics and additional topics suggested by individual filling out survey.

The top 6 survey results included:

Help with home repairs

Alternative transportation options

Affordable housing options

Social isolation and loneliness

Ways to keep fit and healthy

Food delivery options/healthy affordable food

What were the key takeaways/findings from the outreach? It was evident that some of the suggestions would require partnership and communication with other area agencies such as the senior centers. Many responses were looking for social resources or events and exercise activities.

Some of the topics that were checked by those taking the survey, will be addressed by including articles in our quarterly newsletter, communicating with the senior centers, news releases in the local newspapers on workshops and providing educational event opportunities.

I think we can do a better job marketing what we are doing and the events we are having to educate the community. Being visible in the community.

Goals for the Plan Period

Focus area: Title III-B Supportive Services (Advocacy & Person-centered services, maximizing consumer control and choice)		Due Date
Goal statement: To provide more personalized transportation options for older adults and adults with disabilities.		6/2024
Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data. Pre and post participation levels measured. Provide satisfaction surveys to new and existing customers to determine whether transportation meets their needs/desires. Compare call in requests that were unfilled before and after implementation of partnership or volunteer driver service.		
Specific strategies and steps to meet your goal:	Measure (How will you know the strategies and steps have been completed?)	Due Date
Strategy 1: Work with Shared Ride Taxi and Interfaith Caregiver Agency to expand program.		
Action step: Have a meeting with the transit coordinators from both agencies to discuss obstacles and process of reserving a ride.	Meeting complete	10/2022
Action step: Determine if they the capability to expand their current services.	Meeting complete	4/2023
Action step: Provide a survey of services to see if needs are being met.	Survey results received	12/2023
Strategy 2: Look at other ADRC's to see how they are addressing transportation access issues.		
Action step: Contact or meet with other ADRC's	Meeting complete	2/2023
Action step: Learn about volunteer driver and voucher programs and how they are funded.	Meeting complete	10/2022
Action step: Create an action plan to set up volunteer driver and voucher programs	Action Plan complete	1/2024
Strategy 3: Look at how I can expand the 85.21 grant and the use of vouchers.		
Action step: Meet with transit coordinator to discuss grant possibilities.	Meeting complete	10/2022
Action step: Create an action plan so more of the target population can have resource available.	Action Plan complete	1/2024

Annual progress notes

Focus area: Title III-C Nutrition Program (Person-centered services, maximizing control and choice and addressing barriers to racial equity)		Due Date
Goal statement: To provide the restaurant style model for dining in several communities to offer choice and healthy food options.		12/2024
Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data. Pre and post participation levels measured. Provide satisfaction surveys to new and existing customers to determine whether dining model meets their needs/desires.		
Specific strategies and steps to meet your goal:	Measure (How will you know the strategies and steps have been completed?)	Due Date
Strategy 1: Identify possible locations in my county.		
Action step: Tour other dining programs in the state to gather information and ideas.	Tours complete	12/2022
Action step: Look at days and times the restaurants are slower to help pick up their business.	Dined during slower times	12/2022
Action step: Visit and dine at possible restaurants to sample food.	Dined at 4 restaurants	12/2022
Strategy 2: Work with a dietician and restaurant to create menu of 6-8 meal choices that meet our meal pattern and cultural food options.		
Action step: Dine at possible restaurants to sample menu items.	Listing of restaurants that would work	12/2022
Action step: Contract with a dietician or a peer dietician to create a menu.	Dietician hired/process started	12/2022
Action step: Offer breakfast and lunch options.	Menu complete	12/2022
Strategy 3: Operate the restaurant style model, a few days a week in two communities.		
Action step: Operate a few days a week in Mequon/Thiensville area, with other days having carryout option.	Running program two days a week	12/2022

Action step: Increase awareness of program in different communities via social and written media.	Marketing complete, access Facebook likes/shares	6/2023
Action step: Look at additional meal sites and decide which community is trending towards a fresh approach to the elder nutrition program.	Complete process/send out surveys/surveys returned	12/2023
Annual progress notes		

Focus area: III-D Health Promotion and Disease Prevention- Enhance Ongoing Community Engagement and Addressing Barriers to racial equity		Due Date
Goal statement: To promote healthy aging among older adults by increasing access to evidence-based health promotion offerings.		12/2024
Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data. <ul style="list-style-type: none"> An increase of number of options for evidence-based health promotion programming from 2022-2024. An increase in the number of completers of evidence-based health promotion programs. An increase in the number of attendees that were underserved in the past-use SAMS client and demographic information. 		
Specific strategies and steps to meet your goal:	Measure (How will you know the strategies and steps have been completed?)	Due Date
Strategy 1: Train or re-certify ADRC staff, ADRC Board member or community volunteer in two new evidence-based health programs.		
Action step: Assess current health concerns of older adults in the county.	Refer to surveys and demographics from Public Health	3/2022
Action step: Plan to have leaders trained or re-certified to lead workshops, by teleconference, virtual or in person.	Schedule trainings	6/2022
Strategy 2: Partner with senior centers, senior living housing and healthcare agencies to promote workshops.		
Action step: Contact senior centers to get listing of workshops offered to refer participants.	List of workshops were provided	3/2022

Action step: Contact senior living or healthcare agencies to schedule and promote Workshops.	Workshops are scheduled	6/2022
Strategy 3: Offer each workshop 1-2 a year to keep certification of leaders current and increase social engagement of community members.		
Action step: Schedule for the year the workshops that will be offered.	Workshops scheduled	12/2024
Action step: Reserve space in different parts of the county, to attract participants based on their location.	Workshops scheduled	12/2024
Action step: Offer workshops in-person, virtually or teleconference to attract participants.	Trainings completed, workshop platforms scheduled	12/2024
Annual Progress Notes		

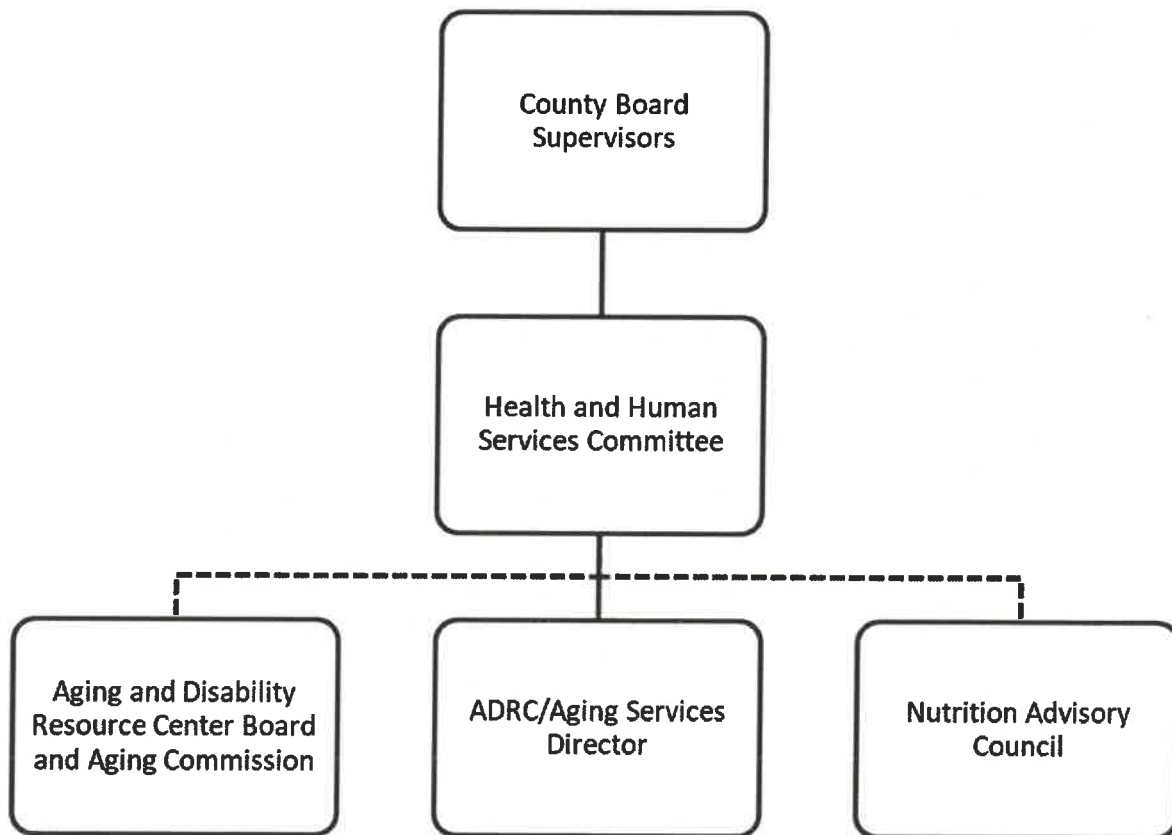
Focus area: Title III-E Caregiver Support (Person-centered services, maximizing consumer control and choice and knowledge and skills related to advocacy)		Due Date
Goal statement: To improve quality of life for caregivers/care recipients by accessing all the resources that are available.		12/2023
Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data. Pre and post participation levels measured. Provide satisfaction surveys to new and existing customers to determine whether caregiver resources are being accessed.		
Specific strategies and steps to meet your goal:	Measure (How will you know the strategies and steps have been completed?)	Due Date
Strategy 1: Offer additional resources when program assessments are being conducted.	Mailings and info will be noted in SAMS notes	6/2022
Action step: Introduce caregivers to Trualta at home visits and events.	Information discussion will be noted in SAMS notes	6/2022
Action step: Provide information on the Caregiver Connection coalition at home visits.	Information will be noted in SAMS notes	6/2022

Strategy 2: Send out mailings when new caregiver education workshops, events or support groups are being offered or scheduled.		12/2022
Action step: Creating a marketing campaign for the website and Facebook, the newsletter and local newspapers.		12/2022
Action step: Create a flyer and have events put on the Caregiver Connection website events calendar.		12/2022
Action step: Provide flyers and information to caregivers at home visits.		12/2022
Strategy 3: Use funds to create new ways to offer respite or a meaningful activity. Possible bimonthly activity kit.		6/2023
Action step: Collaborate with other counties to see what kits they have put together and exchange ideas.		6/2023
Action step: Have themes for the seasons to create activities.		6/2023
Action step: Recruit Caregiver Connection coalition volunteers to assemble and deliver kits.		6/2023
Annual progress notes		

Coordination Between Title III and Title VI

Ozaukee County will continue to be a part of the peer sharing calls and state meetings that exist. This is a great opportunity for exchange of information between units. We will continue to provide our health and wellness workshops on the Wisconsin Institute for Healthy Aging websites and provide nutrition information and opportunities through the Wisconsin Association for Nutrition Directors.

Organization, Structure and Leadership of the Aging Unit



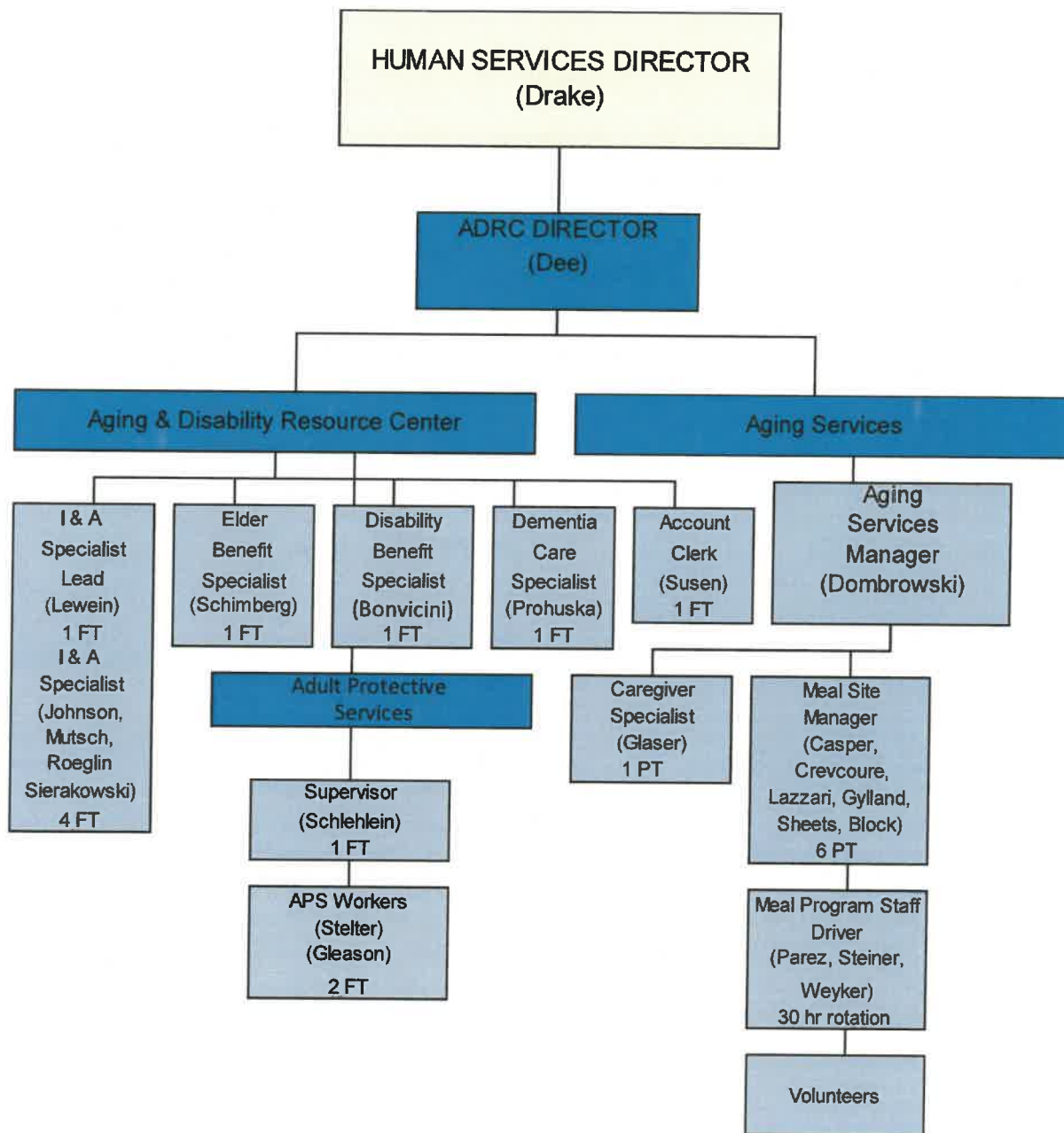
Primary Contact to Respond to Questions About the Aging Plan Template

Kari Dombrowski
Aging Services Supervisor
Ozaukee County
Aging and Disability Resource Center

121 West Main Street, Port Washington, WI 53074
262-284-8120

kdombrowski@co.ozaukee.wi.us

Organizational Chart of the Aging Unit



Staff of the Aging Unit Template

List the people employed by the aging unit. Include additional rows as needed.

Name: Kay-Ella Dee Job Title: Manager (full time) Telephone Number/email Address: 262-284-8120 kdee@co.ozaukee.wi.us
Brief Description of Duties: Administration of Department policies and procedures as well as oversight of Aging and ADRC staff. Responsible for program administration, budgeting and policy development.
Name: Kari Dombrowski Job Title: Aging Services Supervisor (full time) Telephone Number/email Address: 262-284-8120 kdombrowski@co.ozaukee.wi.us
Brief Description of Duties: Administration of department when Manager is absent. Responsible for congregate and home delivered meal programs, volunteers and prevention and wellness programming. Manages all programs funded by Title III of the Older Americans Act.
Name: Kathy Glaser Job Title: Caregiver Coordinator (part time) Telephone Number/email Address: 262-284-8120 kglaser@co.ozaukee.wi.us
Brief Description of Duties: Responsible for providing long term options counseling and short term case management. Serves as Coordinator of Caregiver Programs.
Name: Wendy Weeks Job Title: Office Assistant III (full time) Telephone Number/email Address: 262-284-8120 wweeks@co.ozaukee.wi.us
Brief Description of Duties: Provides clerical assistance to the Aging/ADRC Units, coordinates meal program.
Name: Patti Gylland, Deb Sheets, Lynn Crevcoure, Jill Casper, Louann Lazzari, Louise Block Job Title: Meal Site Managers
Brief Description of Duties: Direct an efficient, enjoyable, and safe meal site for older adults. Receive, check and temp food from caterer. Direct the setup, presentation, serving/packing, and cleaning up of meals.

Aging Unit Coordination with ADRCs

The Aging Unit is integrated in the Aging and Disability Resource Center which is integrated in the Human Service Department. We serve Ozaukee County and our office resides in Port Washington, Wisconsin. The aging unit works closely with the ADRC staff to carryout referrals, evidenced based health promotion workshops, outreach to seniors who dine at the congregate dining centers, and intakes for the nutrition program.

Statutory Requirements for the Structure of the Aging Unit

[Chapter 46.82 of the Wisconsin Statutes](#) sets certain legal requirements for aging units. Consider if the county or tribe is in compliance with the law. If the aging unit is part of an ADRC the requirements of [46.82](#) still apply.

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
(1) An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
(2) A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	x
(3) A private, nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	
For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	x
For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

Membership of the Policy-Making Body

Official Name of the County Aging Unit's Policy-Making Body: Health and Human Service Committee

Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Kathy Geracie	Yes	Yes	2004
D. Clark	Yes	Yes	2015
A. Read	Yes	Yes	2018
D. Irish	No	Yes	2020
S. Rishel	No	Yes	2021
N. Bangalore	No	No	2017
C. Sigurdson	Yes	No	2019
K. Oberneder	No	No	2021

ADRC Board Minutes

Draft Minutes Pending Committee Approval

1. CALL TO ORDER

A regular meeting of the ADRC Board/Commission on Aging was held via ZOOM

Attendee Name	Title	Status
K. Hertz	Chairperson	VIRTUAL
S. Rishel	County Board Appointed Representative	ABSENT
C. Lueders Bolwerk	Board Member	VIRTUAL
L. Cosentine	Board Member	VIRTUAL
A. Laubenstein	Board Member	PRESENT

S. Pechiva	Board Member	PRESENT
J. Peterson	Board Member	PRESENT
K. Queen	Board Member	VIRTUAL
R. Rintelman	Board Member	VIRTUAL

Staff attending remotely: Department of Human Services Drake,
Washington/Ozaukee Public Health Department, Anneke Mohr
Staff attending in person: ADRC Director Dee, Aging Service Manager
Dombrowski, Account Clerk Susen,

2. PROPER NOTICE

Chairperson Hertz called the meeting to order at 9:00 AM. The account clerk Susen noticed the meeting as required.

3. ADOPTION OF AGENDA

A. Date of Agenda being approved

Motion to adopt the October 11, 2021 agenda as submitted

ADRC/COMMISSION ON AGING	
RESULT:	Unanimous
MOVER:	Queen
SECONDER:	Pechiva
AYES:	8
NAYS:	0

4. APPROVAL OF MINUTES

A. Date of Minutes being approved

Motion to approve the August 9, 2021 minutes as submitted

RESULT:	Unanimous
MOVER:	Queen
SECONDER:	Pechiva
AYES:	8
NAYS:	0

5. PUBLIC COMMENTS - None

6. DISCUSSION

A. Updates from Public Health – Anneke Mohr -

- i. Reviewed statistics of vaccinated individuals in Ozaukee County

- ii. Ozaukee County's current transmission rate is HIGH
 - iii. Reviewed Booster/3rd shot approval for over 65 that are immune compromised
- B. Updates from Lasata – Amanda Kohal
 - i. Unable to attend – place back on agenda for next meeting
- C. WisDOT 85.21 grant – Joy Neilson-Loomis; Kari Dombrowski
 - i. Reviewed grant
 - ii. Aging Services Supervisor, Dombrowski, gave statistics of voucher usage
- D. Caterer – Kari Dombrowski
 - i. Taher Inc. sent a reply to our request for proposal.
- E. Fall Wagon Ride – Kari Dombrowski
 - i. Looking to partner with the Parks department to see if offering wagon rides through the county parks is feasible. Interoffice evaluation will take place to see if the ADRC would be able to take on this task. County Board Members Pechiva and Laubenstein said they would be willing to assist.
 - ii. Survey meal program participants and place a survey in newsletter.
- F. News Graphic Guest Opinion “County needs more affordable housing” – Jeanne Peterson
 - i. ADRC Director, Dee, reached out to Integrated Community Solutions regarding this issue and shared their response.
 - ii. Open discussion between members.

7. ACTION ITEM

A. Aging Plan 2022 – 2024 – Kari Dombrowski

Motion to approve Aging Plan 2022 – 2024

ADRC/COMMISSION ON AGING	
RESULT:	Unanimous
MOVER:	Queen
SECONDER:	Pechiva
AYES:	8
NAYS:	0

8. REPORTS AND UPDATES

A. ADRC – Director Kay-Ella Dee

- i. Hybrid model still working effectively
- ii. Continue to resume in person services
- iii. Increase of walk-ins in the building and in our office
- iv. Dementia Care Specialist participation has increased since going in person at the Memory Cafés
- v. Benefit Specialist have had training all last week for the upcoming Part D Season
- vi. Shared information regarding 3rd quarter intake calls and Long-term Functional Screens
- vii. Financial are on target

B. AGING – Aging Service Supervisor, Dombrowski

- i. Congregated sites reopened – no reported COVID-19 outbreaks
- ii. Carry out meals are still being offered
- iii. Vaccine Activity Grant – Placed radio ads to encourage vaccinations
- iv. New (Paid) Driver for Meal Program
- v. On-Call Meal Site coordinator position still available
- vi. Financials are on target

C. DEVELOPMENTAL DISABILITIES REPRESENTATIVE REPORT –

- i. Wayne's drive-in will be closing at the end of November
- ii. Ozaukee Impact Awards - Caleb Griswold received Volunteer of the Year award.

9. OTHER BUSINESS –

- A. Vacancy - board member representing physically disabled
 - i. Still looking for candidates
- B. Committee Member, Sharon Pechiva, reminded members of the upcoming Remember Project – In the Garden is coming and to think about attending

10. TOPICS FOR NEXT MEETING

- A. Updates from Lasata
- B. Update on North Gateway - Jeanne Peterson

11. ADJOURNMENT

Motion made by Rintelman seconded by Pechiva to adjourn. Motion Carried.

Meeting adjourned at 10:31 AM

Laurie Susen, Account Clerk

Membership of the Advisory Committee

Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Karl Hertz	Yes	No	2019
Carol Lueders Bolwerk	Yes	No	2020
Lynn Cosentine	Yes	No	2020
Arthur Laubenstein	Yes	No	2020
Sharon Pechiva	Yes	No	2020
Jeanne Peterson	Yes	No	2019
Kim Queen	Yes	No	2019
Ross Rintelman	No	No	2019
Scott Rishel	Yes	Yes	2021

Official Name of the County Aging Unit's Advisory Committee:

ADRC Board Commission on Aging – Information to follow

Budget Summary

	Federal Contract Funds	Cash Match Funds	Other Federal Funds	Other State Funds	Other Local Funds	Program Income Funds	Total Cash Funds	In-Kind Match Allocations	Grand Total
Supportive Services	\$ 76,513.00	\$ 3,816.00	\$ -	\$ -	\$ -	\$ 3,759.00	\$ 84,088.00	\$ -	\$ 84,088.00
Congregate Nutrition Services	\$ 109,028.00	\$ 11,328.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 170,356.00	\$ 27,023.00	\$ 197,379.00
Home Delivered Nutrition Services	\$ 60,605.00	\$ 11,952.00	\$ 19,649.00	\$ 5,506.00	\$ -	\$ 61,000.00	\$ 158,712.00	\$ 69,935.00	\$ 228,647.00
Health Promotion Services	\$ 3,528.00	\$ 456.00	\$ -	\$ -	\$ -	\$ -	\$ 3,984.00	\$ -	\$ 3,984.00
Caregiver Services - 60+	\$ 37,372.00	\$ 3,456.00	\$ -	\$ -	\$ -	\$ 6,900.00	\$ 47,728.00	\$ -	\$ 47,728.00
Caregiver Services - Underage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alzheimer's	\$ -	\$ -	\$ -	\$ 35,566.00	\$ -	\$ -	\$ 35,566.00	\$ -	\$ 35,566.00
Elder Abuse	\$ -	\$ -	\$ -	\$ 18,968.00	\$ -	\$ -	\$ 18,968.00	\$ -	\$ 18,968.00

Verification of Intent

The person(s) authorized to sign the final plan on behalf of the commission on aging and the county board must sign and indicate their title. This approval must occur before the final plan is submitted to the AAA for approval.

In the case of multi-county aging units, the verification page must be signed by the representatives, board chairpersons, and commission on aging chairpersons, of all participating counties.

We verify that all information contained in this plan is correct.

Signature and Title of the Chairperson of the Commission on Aging	Date
---	------




Signature and Title of the Authorized County Board Representative	11/5/2021 Date
---	-------------------

Verification of Intent

The person(s) authorized to sign the final plan on behalf of the commission on aging and the county board must sign and indicate their title. This approval must occur before the final plan is submitted to the AAA for approval.

In the case of multi-county aging units, the verification page must be signed by the representatives, board chairpersons, and commission on aging chairpersons, of all participating counties.

We verify that all information contained in this plan is correct.


Signature and Title of the Chairperson of the Commission on Aging

11-5-21

Date

Signature and Title of the Authorized County Board Representative

Date

Assurances of Compliance with Federal and State Laws and Regulations

Note: This document contains changes related to the OAA Reauthorization as of March 2020

On behalf of the county, we certify the

Aging and Disability Resource Center of Ozaukee County

has reviewed Assurances of Compliance with Federal and State Laws and Regulations and assures activities identified within this document and the aging unit plan will be carried out compliance with Federal and State laws.

Signature and Title of the Chairperson of the Commission on Aging

Date



11/5/2021

Signature and Title of the Authorized County Board Representative

Date


Assurances of Compliance with Federal and State Laws and Regulations

Note: This document contains changes related to the OAA Reauthorization as of March 2020

On behalf of the county, we certify the

Aging and Disability Resource Center of Ozaukee County

has reviewed Assurances of Compliance with Federal and State Laws and Regulations and assures activities identified within this document and the aging unit plan will be carried out compliance with Federal and State laws.


Signature and Title of the Chairperson of the Commission on Aging

11-5-21
Date

Signature and Title of the Authorized County Board Representative

Date

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging.

3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,

(c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:

(a) By court order; or,

(b) When securing client-requested services, benefits, or rights.

- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:

(a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,

(b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has

been granted by the Bureau of Aging and Disability Resources through its designated Area Agency on Aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded

programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources Resource's authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

Aging Units, through binding agreement/contract with an Area Agency on Aging must support and comply with following requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L. 116-131, Enacted March 25, 2020]
Reference: 45 CFR Part 1321 – Grants to State and Community Programs on Aging.

Sec. 306. (a)

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services-

(A) services associated with access to services (transportation, health services (including mental health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);

(B) in-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and

(C) legal assistance;

and assurances that the Area Agency on Aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.

(3)(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and (B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)(A)(i)(I) provide assurances that the Area Agency on Aging will—

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;

(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);

(ii) provide assurances that the Area Agency on Aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and

(III) meet specific objectives established by the Area Agency on Aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(4)(A)(iii) With respect to the fiscal year preceding the fiscal year for which such plan is prepared, each Area Agency on Aging shall—

(I) identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area;

(II) describe the methods used to satisfy the service needs of such minority older individuals; and

(III) provide information on the extent to which the Area Agency on Aging met the objectives described in clause (a)(4)(A)(i).

(4)(B)(i) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on—

(I) older individuals residing in rural areas;

(II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
(III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
(IV) older individuals with severe disabilities;
(V) older individuals with limited English proficiency;
(VI) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
(VII) older individuals at risk for institutional placement, specifically including survivors of the Holocaust; and
(4)(C) Each area agency on aging shall provide assurance that the Area Agency on Aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

(5) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities.

(6)(F) Each area agency will:
in coordination with the State agency and with the State agency responsible for mental health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the Area Agency on Aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations;

(6)(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;

(6) (H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate; and

(9) (A) the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2019 in carrying out such a program under this title; and (Ombudsman programs and services are provided by the Board on Aging and Long Term Care)

(10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

(11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including-

(A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the Area Agency on Aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;

(B) an assurance that the Area Agency on Aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and

(C) an assurance that the Area Agency on Aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.

(13) provide assurances that the Area Agency on Aging will

(A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

(B) disclose to the Assistant Secretary and the State agency-

(i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and

(ii) the nature of such contract or such relationship.

(C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such non-governmental contracts or such commercial relationships.

(D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such non-governmental contracts or commercial relationships.

(E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.

(14) provide assurances that funds received under this title will not be used to pay any part of a cost (including an administrative cost) incurred by the Area Agency on Aging to carry out a contract or commercial relationship that is not carried out to implement this title.

(15) provide assurances that funds received under this title will be used-

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

(16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care;

(17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery;

Wisconsin Elders Act

If the applicant is an aging unit, the aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

"Aging unit" means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (4) services for older individuals of the county.
- (5) A private corporation that is organized under ch. 181 and
- (6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the Area Agency on Aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) *Duties.* Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.

7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community –based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission on Aging.

(a) Appointment.

1. Except as provided under subd. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.

2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit.

Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

[Back to top](#)

Appendices

Attach copies of comments received during public review of the plan.

Attach other documents that support the aging unit plan.